

PRESENTATION POINTERS

Guidance for Speakers at DDA Quarterly, 28 Aug 85

1. Plan colorful and concise but easily understandable visual aids. Slides should be used rather than vu-graphs. (The "Overview of OL Accomplishments" will feature slides, and the overall program is more professional if the two are not mixed.) If appropriate, milestone charts may be used as handouts only (after your presentation), not as visuals. You will need to contact the Design and Presentation Staff, P&PD, as early as possible to discuss your planned visuals so as to give them maximum preparation time.
2. As you begin your presentation, state your name, position, component, and subject.
3. Convey your information in layman's terms, with emphasis on OL's role. Make your points in as diplomatic a fashion as possible.
4. If you will have handouts, state that they will be available at the end of the briefings, i.e., following the D/L's summary remarks. Have the handouts packaged so that the DDA can take them with him.
5. At the conclusion of your presentation, ask for questions/comments, then introduce the next speaker.
6. At the Dry Run, the D/L will direct needed changes in individual presentations.

GUIDANCE FOR DDA QUARTERLIES

1. Speaker should state his/her name, position, component & ✓
subject. (J. Ray, 5/20).
2. Conf rm too dark; light up half the room opposite the
screen. (J. Ray, 5/20)
3. Next mtg - "Kick tires of bar coding" at CD?? (J. Ray, 5/20)
4. At conclusion of each presentation, the presenter should ask ✓
for questions/comments before introducing next speaker. (J.
Ray, 5/20)
5. More visual aids. Use milestone charts only as handouts. ✓
(J. Ray, 4/4/85).
6. Expand scope of MBOs to include all efforts and resources
used, problems, failures, resolution, relation to long-range
projects, coordination. (J. Ray, 4/4)
7. Hold chiefs responsible for preparing and coaching ✓
presenters. (J. Ray, 4/4)
8. D/L will direct needed changes at dry run. (J. Ray, 4/4) ✓
9. Let D/L see items for Summary of Accomplishments before they
go to P&PD. In Summary, 1 or 2 sentences on each selected
topic. Put bullets to be addressed in different color. TALK
ABOUT MOST IMPORTANT TOPICS ON SLIDE FIRST. Cut down on
bullets. Use quarter-to-quarter comparisons. Say something
like "Here's a summary of our 2nd Qtr. We seem to be
running....we what we did last yr. We anticipate an increase in
workload in 2d half which will allow us to exceed the FY 84
totals." or "From our analysis it looks like there is a slight
decrease." or "We're on top of everything else." or "RECD
continues to cover the world." or "Everything on here we've
discussed with you in the Weekly. We just want to give them to
you as a scope of activities in the new program." or "LIMS will
be reported separately." (D/L, 5/13)
10. Don't throw summaries of Directorate-level objectives
away. Can use them at Qtrlies (D/L, 5/13)
11. Get info out front more simply--in layman's terms. MORE ✓
EMPHASIS ON LOGISTICS' ROLE. Make points in as diplomatic a
fashion as possible. (D/L, 5/13)
12. DON'T GIVE HANDOUTS UNTIL THE END. (D/L, 5/13) ✓
13. Let D/L see slides in draft before we do again. (D/L, 5/13)

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